



# NDORMS

NUFFIELD DEPARTMENT OF ORTHOPAEDICS,  
RHEUMATOLOGY AND MUSCULOSKELETAL SCIENCES



## How to register as a STEM Ambassador

There are now **four stages** to complete in order to become an approved STEM Ambassador.

### 1. REGISTER TO ATTEND AN INDUCTION SESSION

The induction session lasts about 2 hours and introduces you to the programme. The next inductions will be held on the following dates. Please register using the Eventbrite link (the hyperlinked date) for your chosen date and location:

#### [Wednesday 19<sup>th</sup> October 2016-3.30pm-5.30pm](#)

Winchester Science Centre, Telegraph Way, Off Alresford Road, Winchester, SO21 1HZ

#### [Wednesday 19<sup>th</sup> October, 3:30pm—5:30pm](#)

Reading College, Kings Road Campus, Kings Road, Reading, RG1 4HJ (please meet the organisers in reception)

#### [Tuesday 15th November, 10:00am-12:00pm](#)

Rutherford Appleton Laboratory (RUL), Harwell Campus, Didcot, OX11 0QX

#### [Tuesday 15th November, 1:00pm-3:00pm](#)

Rutherford Appleton Laboratory (RUL), Harwell Campus, Didcot, OX11 0QX

#### [Tuesday 22<sup>nd</sup> November 2016-3.30pm-5.30pm](#)

Winchester Science Centre, Telegraph Way, Off Alresford Road, Winchester, SO21 1HZ

#### [Thursday 24<sup>th</sup> November, 2:00pm-5:00pm \(includes OPTIONAL tour of the 3M Customer Innovation Centre from 4:00pm-5:00pm\)](#)

3M United Kingdom plc, 3M Centre, Cain Road, Bracknell, Berkshire, RG12 8HT

#### [Thursday 1st December, 1:00pm-3:00pm](#)

Rutherford Appleton Laboratory (RUL), Harwell Campus, Didcot, OX11 0QX

#### [Wednesday 14th December 2016, 3.00pm-5.00pm](#)

Winchester Science Centre, Telegraph Way, Off Alresford Road, Winchester, SO21 1HZ

### 2. APPLY FOR A DBS CHECK

The guidance leaflet attached explains how to complete the online DBS application via this [link](#). The organisation reference you need is 'HUBCSE' and although the form asks you for a password, you do not need one at this stage. The position applied for has to be 'School Science Ambassador'. Please ensure that you complete your full five year address history and include all middle names.

\*If you already hold an **Enhanced DBS Certificate with a Children's Barred List check for working with children** and are registered with the **DBS Update Service**, you may not need to reapply for a DBS check. Please contact us and bring a) your disclosure certificate b) your driving licence or passport to the induction session.

This service has only been available for DBS applications processed since June 2013. Applicants need to have registered for this service within 19 days of the issue of their DBS certificate.

### 3. COMPLETE ONLINE ID COLLECTION

Please complete this [Google Form](#) with your ID details and submit it to us a **minimum** of 24 hours prior to induction session you will be attending. **Please remember to bring the same ID documents with you to the induction.**

### 4. ATTEND INDUCTION SESSION

This includes information to support you as a STEM Ambassador and your ID documents are also checked at the same time to complete your DBS application. It is **essential** to bring all the required original ID documents, to correspond with your online Google Form, to the induction session.

For further information about STEM please contact:

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